

ARMS Update #1

Regional Expenditures Change

(Excerpt from August 5, 2008 e-mail to ARMS Coordinators and AAA Directors)

“Regional Expenditures are to be keyed as YTD Expenses as they were in the old ARMS system. Any corrections to prior months must be made in current month. As in the old ARMS, once reimbursements are generated for current month, changes to Regional Expenditures will be locked for the current month.”

Regional Expenditure

Region :
Funding Source : STATE AAA ADMIN COST
Total Budget : \$45,423
Remaining Budget Amount: \$35,703
YTD Expense Amount: \$9,720
Report Month : Aug
Salaries: 4743 Program Income
Fringe: 1257 Overmatch Reimbursement
Travels: 0
Admin Support Costs: 0
Equipment: 0
Indirect: 3720
Created User:
Created Time: 9/11/2008 3:01:52 PM
Last Updated User: ..
Last Updated Time: 9/11/2008 3:01:52 PM
Update Cancel

Fields are disabled and cannot be changed after Reimbursement has been generated on the designated day for the current month. If these amounts are wrong, corrections to the YTD Expenditures must be keyed in the next report month. Changes for the current month can be made up until Reimbursement is generated. Therefore, if you key on the November 1 and realized on November 5 that you made an error you can correct that error because Reimbursement won't be generated until later that month.

Figure 1

With the keying of YTD Expenditures for Regional Expenses, corrections to a previous month must be corrected in the current month. If no expenditures are reported for a current month the user must re-key the previous month in the current month to get the ZGA-060 to calculate correctly. In the example below no current month expenditures for August were keyed, therefore, the report had nothing to calculate.

MONTH REPORTING: August 2008
PRINT DATE: 10/28/2008

NORTH CAROLINA DIVISION OF AGING AND ADULT SERVICES
ZGA060 - Planning And Admin
FINANCIAL REPORT (AAA)
REGION 1 - PLANNING AND ADMIN

EXPENDITURES:	APPROVED BUDGET	CURRENT MONTH	CUMULATIVE YEAR TO DATE	BUDGET BALANCE	PERCENT EARNED
SALARIES	72,075	0			
FRINGE	15,117	0			
TRAVEL	10,000	0			
ADMINISTRATIVE SUPPORT COSTS	33,803	0			
EQUIPMENT	0	0			
INDIRECT	33,199	0			
TOTAL COST	154,194	0			
LESS PROGRAM INCOME	0	0			
OVERMATCH	0	0			
NET COST	154,194	0			

Region Details

Region Code :
Region Name :
Funding Source Name : Planning And Admin
Total Budget Amount : \$154,194
Remaining Budget Amount : \$145,903

Report Month	YTD Expenses	
Jul	\$8,291	Details

Cancel Add Region Expense

Figure 2

Below is the YTD for July and the ZGA-060 report for Report Month July.

Regional Expenditure	
Region :	COMMISSION
Funding Source :	Planning And Admin
Total Budget :	\$154,194
Remaining Budget Amount:	\$145,903
YTD Expense Amount:	\$8,291
Report Month :	Jul
Salaries:	3502
Fringe:	1857
Travels:	0
Admin Support Costs:	1319
Equipment:	0
Indirect:	1613
Created User:	
Created Time:	8/13/2008 12:25:58 PM
Last Updated User:	
Last Updated Time:	8/13/2008 12:25:58 PM
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Figure 3

NORTH CAROLINA DIVISION OF AGING AND ADULT SERVICES					
ZGA060 - Planning And Admin					
FINANCIAL REPORT (AAA)					
REGION - COMMISSION					
MONTH REPORTING: July 2008					
PRINT DATE: 10/28/2008					
EXPENDITURES:	APPROVED BUDGET	CURRENT MONTH	CUMULATIVE YEAR TO DATE	BUDGET BALANCE	PERCENT EARNED
SALARIES	72,076	3,502	3,502	68,573	5
FRINGE	15,117	1,857	1,857	13,260	12
TRAVEL	10,000	0	0	10,000	0
ADMINISTRATIVE SUPPORT COSTS	23,803	1,319	1,319	22,484	6
EQUIPMENT	0	0	0	0	0
INDIRECT	33,199	1,613	1,613	31,586	5
TOTAL COST	154,194	8,291	8,291	145,903	5
LESS PROGRAM INCOME	0	0	0	0	0
OVERMATCH	0	0	0	0	0
NET COST	154,194	8,291	8,291	145,903	5

Figure 4

In Figure 2, the ZGA-060 report did not calculate because no YTD expenditures were keyed in the current report month. The ZGA-060 calculated corrected in Figure 4 for report month July. For the report to calculate correctly, the user should re-key the previous as shown in Figure 5.

Region Details		
Region Code :	COMMISSION	
Region Name :	COMMISSION	
Funding Source Name :	Planning And Admin	
Total Budget Amount :	\$154,194	
Remaining Budget Amount :	\$145,903	
Region Expenditures		
Report Month	YTD Expenses	
Jul	\$8,291	Details
Aug	\$8,291	Details
<input type="button" value="Cancel"/> <input type="button" value="Add Region Expense"/>		

Regional Expenditure	
Region :	COMMISSION
Funding Source :	Planning And Admin
Total Budget :	\$154,194
Remaining Budget Amount:	\$145,903
YTD Expense Amount:	\$8,291
Report Month :	Aug
Salaries:	3502
Fringe:	1857
Travels:	0
Admin Support Costs:	1319
Equipment:	0
Indirect:	1613
Created User:	LINDA.OWENS
Created Time:	10/28/2008 11:56:55 AM
Last Updated User:	LINDA.OWENS
Last Updated Time:	10/28/2008 11:56:55 AM
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Figure 5

Keying the same YTD Expenditures in current month as was in previous month will allow the ZGA-060 to perform the calculations correctly. The report is setup to subtract the previous month YTD from the current month YTD as shown in Figure 6. Therefore, if the user decides not to key current month expenditures, the use must still key the previous month YTD expenditures as the current month YTD Expenditures, which is actually the YTD expenditures being reported in ARMS.

In comparing the ZGA-060 for July (Figure 4) and August (Figure 6) you will note that in July expenditures show up on the current month. But in August, the current month expenditures are zero.

NORTH CAROLINA DIVISION OF AGING AND ADULT SERVICES					
ZGA060 - Planning And Admin					
FINANCIAL REPORT (AAA)					
REGION 1 - ALLEGANY - WEST VIRGINIA					
MONTH REPORTING: August 2008					
PRINT DATE: 10/28/2008					
EXPENDITURES:	APPROVED BUDGET	CURRENT MONTH	CUMULATIVE YEAR TO DATE	BUDGET BALANCE	PERCENT EARNED
SALARIES	72,075	0	3,502	65,071	10
FRINGE	15,117	0	1,857	11,403	25
TRAVEL	10,000	0	0	10,000	0
ADMINISTRATIVE SUPPORT COSTS	23,803	0	1,319	21,165	11
EQUIPMENT	0	0	0	0	0
INDIRECT	33,199	0	1,613	29,973	10
TOTAL COST	154,194	0	8,291	137,612	5
LESS PROGRAM INCOME	0	0	0	0	0
OVERMATCH	0	0	0	0	0
NET COST	154,194	0	8,291	137,612	5

Figure 6

In summary, YTD Regional Expenditure must be keyed in ARMS each month for the ZGA-060 to calculate the report.